

## SITE VISIT SUPPORT – APPLICATION FORM

The application must be submitted before deciding the destination, 1 month prior to your arrival in TOKYO and no later than FEB 28, 2018.

### A CORPORATE EVENT INFORMATION

Corporate Event / Group Name	XXXXXX Group
Event Owner Company	XXXXX Meetings & Events
Event Type	<input type="checkbox"/> Corporate Meeting <input checked="" type="checkbox"/> Incentive
Website	http://www.xxxxx.com
Business Nature (Primary Market)	Insurance
Country	Worldwide
Number of Overseas Attendees	1500
Arrival / Departure date (Tokyo)	<b>Arrival</b> <u>2018/ 6 / 15</u> (Y/M/D) <b>Departure</b> <u>2018/ 6 / 18</u> (Y/M/D) ( 3Nights)
Candidate Hotel in Tokyo	○○Hotel Tokyo
Other Candidate Cities	Any other destinations have you considered for this corporate event other than Tokyo? ( Singapore, Kyoto ) ※Please let us know at least 1 city
Decision-making Due Date	When will the destination decision be made? <u>2017 / 7 / 15</u> (YYYY/MM/DD)

### B APPLICANT / KEY CONTACT

Role of Applicant	<input type="checkbox"/> Event Owner <input checked="" type="checkbox"/> Overseas Planner <input type="checkbox"/> Other (Please specify: _____ )	
Contact Person	Name	(Ms.·Mr.) XXXXXXX
	Title	Sales Manager
	Company	XXXXX Meetings & Events
	Country	XXXXX
	Phone	00-0000-0000
	Email	xxxxxxx@xxxxevents.com
	Website	http://www.xxxxxevents.com

### C SITE VISIT INFORMATION

Person Information	1	Name	(Ms.·Mr.) XXXXXXX
		Title	Managing Director
		Company	XXXXXXXX
		Country	XXXXX
		Preferred Dates	<b>Arrival</b> <u>2017 / 6 / 15</u> (Y/M/D) <b>Departure</b> <u>2017 / 6 / 18</u> (Y/M/D)
	2	Name	(Ms.·Mr.) XXXXXXX
		Title	Project leader
		Company	XXXXXXXX
		Country	XXXXX
		Preferred Dates	<b>Arrival</b> <u>2017 / 6 / 15</u> (Y/M/D) <b>Departure</b> <u>2017 / 6 / 18</u> (Y/M/D)
	3	Name	(Ms.·Mr.)XXXXXXXX
		Title	Sales Manager
		Company	XXXXX Meetings & Events
		Country	XXXXX
		Preferred Dates	<b>Arrival</b> <u>2017 / 6 / 15</u> (Y/M/D) <b>Departure</b> <u>2017 / 6 / 18</u> (Y/M/D)

I understand and accept all conditions and procedures for the site visit support. I will report the selected city when it is decided.

Signature of Applicant XXXXXX Date 2017/5/8